

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 28th day of October 2015 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Lee Wallace

EXCUSED: P. Andrew Vona, Attorney for District

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
Anthony J. Nemi, Liaison, Niagara County
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the minutes of the September 23, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by Lee Wallace, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	27.40
Dig Safely	Digging Notifications	51.00
Frontier	Mapleton Rd PS	55.58
National Fuel	Plant	93.41

National Fuel	Townline Rd PS	65.12
National Fuel	Shawnee Rd PS	34.00
National Grid	Elec Dist - East Canal PS	1,240.04
National Grid	Elec Dist. - Mapleton Rd	134.12
National Grid	Elec Dist - Moyer Lift	59.60
National Grid	Plant	7,875.92
National Grid	Elec Dist - Shawnee Road	170.14
National Grid	Elec Dist. - Tonawanda Creek Road	443.15
National Grid	Elec Dist. - Townline Road	630.76
National Grid	2044 Niagara Falls Blvd (meter)	21.67
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSEG	Rapids Rd PS	509.18
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	757.34
Town of Wheatfield Water	Mapleton Rd PS	12.60
Town of Wheatfield Water	Shawnee Rd PS	12.60
Town of Wheatfield Water	Moyer Lift PS	12.60
Town of Wheatfield Water	Townline Rd PS	226.95
Verizon	East Canal	24.27
Verizon	Moyer Rd PS	25.05
Verizon	Plant	135.16
Verizon	Rapids Rd PS	25.01
Verizon	Shawnee Rd PS	24.69
Verizon	Tonawanda Creek Rd PS	29.47
Verizon	Townline Rd PS	50.18
Verizon Wireless	Cellular Phone	45.44
TOTAL		\$ 12,826.82

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	1,793.00
AmeriPride	Carpet Floor Protection	89.50
Bison Laboratories, Inc.	Sodium Hypochlorite	2,789.41
Blodgett, Thomas	Travel Mileage	103.50
City Electric	Electrical Supplies	404.81
Daboll, Daniel	2015 Clothing Allowance	400.00
Earsing, Aaron	Travel Mileage to Bflo Sewer Authority for Contin. Ed Credits	20.41
Eaton Office Supply	Calendars	34.96
Evoqua	Lab Grade Water	374.12
Fisher Scientific	Lab Supplies	1,478.91
Flanders, Dan	Travel Mileage to Bflo Sewer Authority for	19.41

	Contin. Ed Credits	
F.W. Webb	5 flow meter sensors & cables for aeration tanks	6,102.00
GHD	September Monthly Retainer	750.00
GHD	2015 Roof Replacement (Project #631123)	8,300.31
GHD	Screen Room Ventilation Project (Project #631139)	2,163.19
GHD	Misc. Project Assistance - Scada Support	706.00
Greater Niagara Newspaper	Sodium Hypochlorite Bid - Public Notice	117.40
Gui's Lumber	Maintenance Supplies	1,229.92
JP Industrial Supply	Maintenance Supplies	155.00
Kanouff, Walter	2015 Clothing Allowance	400.00
Knaebe, Egon	2015 Clothing Allowance	400.00
Koester	Vac Pump Kit, Buna Hoses, Double Shaft Seal	2,239.65
Lakes Pipe & Supply Corp	Pluming Supplies	16.72
Masterman's	Lab Supplies	446.42
Microbiologics	Lab Supplies	800.46
Modern Corporation	Dumpsters	175.27
Moley Magnetics	Smith & Loveless Pump	794.65
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building, plus exterminating for bees	155.00
Occustar	Respirator Exams	475.00
U.S. Postmaster	Stamps for postcards - public hearing	117.60
Praxair	Maintenance Supplies	209.69
Proefrock, Marlin	2015 Clothing Allowance	400.00
Progressive Roofing Inc.	2015 Roof Replacement	247,238.92
PVS Technologies	Ferrous Chloride Solution	8,284.94
Republic Services	Recycling Service	37.56
Republic Services	Sludge Disposal	11,874.56
Rexel	Shrink Kit Tubing Lith (LED Strip)	500.90
Rochester Midland Corporation	Sanor Restroom Services 11/1/15-10/31/16	753.60
Ronco	Maintenance Agreement/Phone System	367.50
Sampson Cleaning Services	Cleaning for September 26, October 3, 10, 17, 24	350.00
Scive, Matthew	New York Wastewater 3A Certification Examination Fee	107.00
Sharp Printing	Letterhead & Mailing Labels	236.00
Teixeira, Charles	New York Wastewater 2A Certification Examination Fee	107.00
Town of Lockport	2015 I/I Reimbursement	20,000.00
Town of Wheatfield	Gas for Maintenance Vehicles	1,044.14
Vona, P. Andrew	Monthly Retainer-September 2015	2,500.00
WB Mason Company	Desk, return & keyboard platform	883.62
WW Grainger	CCTV Wall Mount, 6V Battery, Blank Wall Plate	94.41

	TOTAL	\$ 328,042.46
TOTAL FORWARDED		\$ 12,826.82
TOTAL APPROVED O&M		<u>328,042.46</u>
GRAND TOTAL APPROVED		\$ 340,869.28

This motion was carried.

Review of the September 2015 Financial Report showed an Operation and Maintenance balance of \$6,830,102.65. Upon motion duly made by Dennis Brochey and seconded by James Riester it was resolved that the Sewer District's September 2015 Financial Report be approved as presented. This motion was carried.

Communications:

1. NYSDEC Flow Study and Wet Weather Operating Plan Extension Approval - Mr. Blodgett reported that he received a letter from Robert Locey of the NYSDEC dated October 2, 2015 regarding the District's request for an extension of the submission date for the Flow Study and Wet Weather Operating Plan from October 1, 2015 to June 1, 2016. Mr. Locey granted NYSDEC approval, stating that the NCSD will now be required to submit both documents before June 1, 2016 if weather permits, and sufficient data can be collected and the reports can be completed before that date.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

1. Raw Sewage Pump #5 Rebuild Quote - Mr. Timkey reported that the Plant's raw sewage pump #5, 150-HP motor is approximately 10 years old, and operates 90-95% of the time and needs to be rebuilt. Mr. Timkey requested Board approval for Moley Magnetics to complete the rebuild in the amount not to exceed \$2,200.00.

Upon motion duly made by James Riester and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for Moley Magnetics to complete the rebuild of the Plant's raw sewage pump #5, 150-HP motor in the amount not to exceed \$2,200.00. This motion was carried.

2. Treatment Plant Site Lights Replacement Quotes - Mr. Timkey reported that approximately half of the existing site lights are currently out and the District would like to change out the Plant's high pressure sodium lights to new LED lighting. Mr. Blodgett stated that the payback calculation for upgrading the Plant's 50 site lights to new LED includes \$100 per fixture per year savings in electric use with an approximate 3.5 year payback. Mr. Timkey stated that the District received three quotes and requested Board approval to accept the lowest quote for the 50 replacement LED fixtures for the treatment plant's site lights from Graybar in the amount of \$23,000.00.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to accept the lowest quote from Graybar for the purchase of 50 replacement LED fixtures for the treatment plant's site lights in the amount of \$23,000.00. This motion was carried.

3. Mapleton Road Pump Station Controls Repair/Upgrade Quotes - Mr. Timkey reported that the Mapleton Road Pump Station Controls are in need of an equipment upgrade/repair. Mr. Timkey stated that although the District can get the OEM equipment/parts and service from Koester Associates at the price of \$16,600.00, we can purchase Allen Bradley equipment/parts which are compatible and would be a direct connection with our plant SCADA system for future upgrades. He stated that 3 additional pump stations will also be in need of the same upgrade in the near future. Mr. Timkey requested Board approval to accept the lower quote for the Allen Bradley equipment/parts from Rexel Electric in the amount of \$4,619.12.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the upgrade/repair of the controls at the Mapleton Road Pump Station with Allen Bradley equipment/parts from Rexel Electric in the amount of \$4,619.12. This motion was carried.

Administrative Director's Report:

1. 2016 Budget - Mr. Blodgett reported that he met with the Niagara County Office of Budget and Management on October 14, 2015. He stated that there were a few minor adjustments to the healthcare, retirement, and repairs and maintenance lines; however, the budget is still consistent with the approximate 0.95% increase previously discussed. He will present the District's final budget at the 2016 Budget Presentation to the Niagara County Legislature on November 18, 2015.

2. 2016 Tax Computation Schedule - Mr. Blodgett reported that the final schedule cannot be completed until the final tax roll numbers are received from Niagara County Real Property. He stated that there will be minor adjustments. Mr. Blodgett stated that the final schedule will be given to the Commissioners as soon as the revised numbers are provided to the District.

3. Sodium Hypochlorite Solution Bid - Mr. Blodgett reported two bids were received for a three year contract period for Sodium Hypochlorite Solution (Bid #NCSD15-01) used for disinfection at the Plant. Bison Laboratories submitted the lowest bid in the amount of \$0.608/gallon. JCI Jones Chemicals, Inc. was the second bidder. Mr. Blodgett is requesting Board approval to award said contract to the lowest bidder, Bison Laboratories in the amount of \$0.608/gallon.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the low bid of Bison Laboratories, Inc. for Sodium Hypochlorite Solution (Bid #NCSD15-01) in the amount of \$0.608/gallon for a three-year contract period (December 1, 2015 – December 1, 2018). This motion was carried.

4. 2016 Emergency Repair Contract Extension - Mr. Blodgett reported that he sent letters to both Milherst Construction, Inc. and Mark Cerrone, Inc. to extend their contract for an additional year. Mr. Blodgett stated that he only received a response from Milherst Construction. He stated that Milherst Construction provided an updated rate list which increased slightly from their 2015 rates, but were within acceptable ranges. Mr. Blodgett requested Board approval for a one-year extension to Milherst Construction, Inc. for the District's 2016 Emergency Repair Contract.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Blodgett's request for a one-year extension to Milherst Construction, Inc. for the District's 2016 Emergency Repair Contract. This motion was carried.

5. Solar Development - Mr. Blodgett reported that the Niagara County Legislature approved a resolution for the County to initiate the negotiation process with Solar Liberty at a special meeting held on October 6, 2015. Mr. Blodgett stated that he accompanied Solar Liberty on a site walk of the District's property on October 15, 2015. Based on the site walk Solar Liberty provided a revised layout with the suggested area to place the solar panel array just to the west of the active Plant site. Mr. Ellis asked if the solar panels would be in the way of any possible future Plant expansion. Mr. Blodgett stated that any Plant expansion would be planned in the green space immediately adjacent to the current Plant process, and would not affect the suggested area/placement of the solar panel array. Mr. Blodgett stated that he would keep the Board informed as the negotiation process continues.

6. Capital Plan - Mr. Blodgett requested that the Board consider moving forward with the completion of a Map, Plan, and Report (MP&R) for District planning for the next phases of the Capital Plan. Mr. Blodgett suggested a financial analysis be completed as a part of the MP&R process to evaluate existing debt retirement, fund balance, and project phasing. Mr. Blodgett requested Board approval for GHD Consulting Services, Inc. to submit a proposal for the completion of a MP&R and corresponding financial analysis for the next phases of the District's Capital Plan.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby requests GHD Consulting Services, Inc. to submit a proposal for the completion of a MP&R and corresponding financial analysis for Board consideration at the November 2015 meeting. The motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. DEVELOPMENT OF NEW 10-YEAR CAPITAL IMPROVEMENT PLAN (GHD PROJECT NO. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan.
 - BOARD ACTION REQUESTED – None
3. Flow Study Implementation Project (GHD Project No. 631132)
 - BioWin modeling dry weather data received. Turbidity meter installed and recording data. Project underway, awaiting wet weather/field investigations.
 - BOARD ACTION REQUESTED – None
4. WPCC 2015 ROOF REPLACEMENT PROJECT (GHD PROJECT NO. 631123)
 - Project is now 90% complete.
 - BOARD ACTION REQUESTED – None
5. 2015 District I/I Project (GHD Project No. 631143)
 - CCTV complete. Memo report in development.
 - BOARD ACTION REQUESTED – None

Mr. Lannon reported that the repair/damage of two manholes in the Town of Wheatfield need to be addressed and can be completed within the existing 2015 District I/I project. GHD will work with Mr. Vona regarding legal notifications/letters to property owners.
6. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
 - Demolition of equipment is complete. Installation and construction underway.
 - BOARD ACTION REQUESTED – None

7. Wet Weather Operating Plan (GHD Project No. 631132)
 - Preliminary information gathered from District. Submission date extended to June 1, 2016.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona was excused from this month's meeting.

New Business:

1. Town of Wheatfield I/I Project - Mr. Cliffe requested Board approval for the Town of Wheatfield to be reimbursed monies toward their 2015 Sanitary Sewer Manhole Rehabilitation I/I Project for the proposed work at the Witmer Road Pump Station wetwell and a sanitary manhole at Pearce & Errick Roads. Mr. Cliffe requested Board approval for reimbursement not to exceed \$20,000 towards the contract with Pipe Eye Sewer Services, Inc. who was the lowest bidder for the project.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Cliffe's request that the Town of Wheatfield be reimbursed in the amount not to exceed \$20,000 towards their 2015 Sanitary Sewer Manhole Rehabilitation I/I Project for the proposed work at the Witmer Road Pump Station wetwell and a sanitary manhole at Pearce & Errick Roads. The Town of Wheatfield will contract with Pipe Eye Sewer Services, Inc. who was the lowest bidder. This motion was carried.

2. Town of Pendleton I/I Project - Mr. Riester requested Board approval for the Town of Pendleton to be reimbursed in the amount not to exceed \$20,000 towards their contract with R.I.C. Inc., who was the lowest bidder, to have 25 gravity sewer infiltration leaks repaired on Ridgeview Road.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Riester's request that the Town of Pendleton be reimbursed in the amount not to exceed \$20,000 towards their 2015 I/I Project for a contract with R.I.C. Inc., who was the lowest bidder, to have 25 gravity sewer infiltration leaks repaired on Ridgeview Road. This motion was carried.

3. Town of Niagara I/I Project - Mr. Wallace requested Board approval for the Town of Niagara to be reimbursed in the amount not to exceed \$20,000 towards their 2015 I/I Project for the purchase of a Perma-Liner Point Repair Package, which is a cured in place liner system for spot repair of sewer pipes from Perma-Liner Industries, LLC.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Riester's request that the Town of Niagara be reimbursed in the amount not to exceed \$20,000 towards their 2015 I/I Project for the purchase of a Cured in Place Liner Point Repair System from Perma-Liner Industries, LLC. This motion was carried.

Mr. Blodgett reported that the Town of Niagara was having a representative from Perma-Liner Industries, LLC give a demonstration of the cured in place liner system if any of the Commissioners or representatives from their sewer department would like to attend. Anyone that is interested in attending the demonstration can contact Mr. Blodgett for additional details.

Adjournment:

Upon motion duly made by James Riester and seconded by Dennis Brochey the meeting adjourned at 4:05 p.m.